

WEST DOWN PARISH COUNCIL MINUTES
West Down Parish Hall
Wednesday 5th July 2023 at 7.00 p.m.

Present: Cllrs S Ayre (Chair), M Reeves (Vice-Chair), H Knight, S Squire, T Verney and C Cllr A Davis.

Also present: Val Ford (Clerk) and 2 members of the public.

Apologies/Approvals.

Cllr R Kenshole and D Cllr Wilkinson.

4982. Declarations of Interest

Cllrs S Ayre and S Squire declared an interest in Planning Application 76647, Attenuation Pond, Lower Broad Park, West Down.

4983. Public Participation

None.

4984. Approve & Sign Minutes of the 7th June 2023 Meeting of the Parish Council.

The Minutes had been circulated to Councillors prior to the meeting. **Cllr Squire proposed that the Minutes of the meeting held on 7th June be accepted as a true record which was seconded by Cllr Reeves.** There was unanimous agreement to this proposal.

RESOLVED – THAT THE MINUTES OF THE 7th JUNE 2023 PARISH COUNCIL MEETING BE APPROVED AND THEY WERE DULY SIGNED.

4985. Matters Arising

4957. Approve and Sign Minutes. The Clerk had made a small amendment to the Minutes which Cllr Ayre signed.

4959. Matters Arising. (4929) The two vacancies on the Parish Council remain unfilled. The Clerk notified the Election Team at NDC who confirmed that as West Down is still quorate, the advice is to try and fill those two remaining vacancies as soon as possible in the same way as a casual vacancy. The Clerk will put another poster on the noticeboards and on the websites. (4763). London Bridge Down. The wrought iron bench around the oak tree in the park had now been fixed in place and photos put on the website. (4904) Footpath at Roborough. Jake Belton had telephoned the Clerk to say the work had been carried out. He is the point of contact for any further communication. (4946). Code of Conduct Training. The Clerk had circulated the Power point presentation delivered at the training session held on the 5th June 2023 as well as questions and answers. (4948). SW Heritage. The donation had now been paid electronically. (4954). The Clerks additional hours had been paid in her June salary. (4964). Planning Applications. Application 77025 (Trimstone Farm). The Clerk had written to D Cllr Wilkinson to ask him to contact the case officer, Beth Coles, and whether he was prepared to 'call this application in', if this is allowed on a Prior Approval. Also the Clerk had contacted Planning to see why some of the representations were not on the planning portal website. The case officer had seen these and the residents were happy that they were now on the planning portal. (4966). Footpaths (a). The Clerk had written to Mr Street of Easterground Farm thanking him for his cooperation during the construction of the

new bridge. b) Cllr Ayre had chased Ros Davies for the stick on footpath signs which she said were ready to post. An offer to meet with Mrs Aldrich-Smith and Mr Hunt was sent regarding the clasp on the Public Rights of Way between Stocklands and Heddon Mill. A date has yet to be set for this meeting. A further meeting with Mr Hunt also still needs to be set up regarding the Schedule of Works. The Clerk had written to the sender of the email about the potential dangerous situation where Farriel Lane meets the main road. This was about requesting permission for the information in the email to be shared with WDVGFA. This permission was not forthcoming so there is nothing more that can be done at the moment.

(4968). Community Councillor Grant 2023/2024. With regards to the suggestion for a Flashing Speed Sign, Cllr Reeves had met with C Cllr Davis on the 23rd June 2023 to discuss the way forward in making people aware of the 30 mph speed limit coming down Ilfracombe Hill into the village. (A 20 mph speed limit had originally been wanted for the village with the campaign still ongoing). C Cllr Davis suggested there might be a way forward for a flashing speed sign which she has promoted with other councils. Bratton Fleming's is up and running and going well. The idea is to have a moveable flashing sign which is moved around the village. Highways are more amenable to a mobile speed sign plus people pay more attention to this. C Cllr Davis suggested the Parish Council choose five sites where the sign might be appropriate. The key thing is that the sign has to be within the current 30 mph limit. It can be expensive to purchase as it is not just the purchase of the sign but also the metal posts. Highways would have to be involved and look at the plan about where these are proposed to go so that they can check what is underground. They would then install the poles on the Parish Council's behalf and the Parish Council would have to pay them. The cost of the poles and sign could be as much as £4,000 but it may be possible to get funding towards this and C Cllr Davis said she may also be able to contribute something. She also felt a small amount could be considered in next year's precept for this. Cllr Ayre referred to the Webinar tomorrow regarding 20's Plenty which Cllr Reeves is to attend. Further information under (4978) below. C Cllr Davis referred to the scheme at Bratton Fleming being a success but it is not a quick procedure. **Cllr Ayre proposed that sites for the flashing speed sign be identified for the Parish Council meeting on the 2nd August 2023, as well as possible funding sources. This was seconded by Cllr Verney.** There was unanimous agreement to this proposal.

RESOLVED – THAT PROPOSED SITES FOR THE FLASHING SPEED SIGN BE IDENTIFIED AND BROUGHT BACK TO THE MEETING ON THE 2ND AUGUST 2023 TOGETHER WITH POSSIBLE FUNDING SOURCES.

(4969). Communities Together Membership. The Clerk had been liaising with Melanie Barnes regarding payment of the invoice as the account details did not match with the bank's checking system. (4973). The Statement of Internal Control had been amended and put on the website. (4974). The Clerk was going to contact Cllr Kenshole about putting the General & Financial Risk Assessment on the website. (4975). Wrought Iron Bench. Mr John Stainer, Chair of the West Down Village Green Field Association, sent an email to thank all concerned for gifting the wrought iron bench to the Community Park. This is a great asset to WDVGFA and to the residents of West Down. (4976). The Clerk had ordered the children's AED Pads for the defibrillator. These were awaited. (4978). 20's Plenty for Devon. They suggest the Parish Council contact DCC to request they change their default speed limit policy. This is an important step as this will make it easier for all who would like the 20 mph limit to get it. They sent a template and said the person to email is Cllr Stuart Hughes, Cabinet Member for Highways Management. They also

suggest the Parish Council get in touch with their local County Cllr to 1) Ask them to support the campaign and 2) let them know the Parish Council will be emailing DCC (if the Parish Council plan to do so). Cllr Reeves added that West Down is on the 20's Plenty map now. (4981). AOB. The Clerk was going to contact Cllr Kenshole regarding altering the Parish Council website to reflect Cllr Verney now being the Parish Council Internal Auditor. Cllr Kenshole had removed Cllr Robinson's emails in line with the IT Policy.

4986. Police Report

Monthly Crime Figures.

The crime figures for June 2023 had not been received so will be given out at the Parish Council meeting on the 2nd August 2023.

4987. Report from County Councillor.

C Cllr Davis provided a report (see Appendix A). C Cllr Davis queried how the Community Speed Watch was going. Cllr Ayre reported that, despite advertising this, only one person came forward as a definite candidate with a couple of others showing some interest but not following through with the training. A couple of people have come forward since. C Cllr Davis referred to it being all about points for the 20 mph speed limit to be put in place. There is a limited budget for this, with another tranche becoming available in January 2024 but more people have also come forward. It was agreed that the Community Speed Watch needs to be re-advertised as well as considering contacting the school.

There was a serious road traffic incident on the A361 in the Hidden Valley area last night which the Police are investigating.

Pot holes are now down from 3,000 a day to 800 a day following much progress.

With regards to the Tarka Trail, there is still a missing link from Foxhunters. C Cllr Davis understands there might be a chance for more money later in the year. A revised planning application will probably be coming in.

The £2 bus fares are to continue to October 2023. It will rise to £2.50 from October. A request has been made for more night time buses.

4988. Car Park (Brought forward from Agenda Item 18)

Cllr Ayre outlined the background of the Parish Council paying £800 p.a. for maintenance of the Car Park at West Down. Concern was raised about not getting any maintenance done, which has been an ongoing issue with North Devon Council for the last year with regards to the terms of the lease. At the time of the last meeting, an email had just been received from Mr Jon Triggs (NDC) which said that the Lease was never completed. Cllr Reeves subsequently went through the old Parish Council documentation and he circulated a report to Councillors on this. Cllr Reeves informed the meeting that the proposal in 2010 was for the Parish Council to have a 21 year lease from NDC on the Car Park. In theory this was satisfactory at the time but when the Parish Council got sight of the lease this was not the case. There was no security of tenure and the main problem was it was a repair and maintenance lease. If there were any issues such as resurfacing, it would have been down to the Parish Council to pay for it. The Parish Council could not budget for this as the cost could be colossal. The Parish Council would also be liable for

business tax. It was therefore left in abeyance between the Parish Council and NDC. The Parish Council were not keen to sign and it never got chased up by NDC. The one thing that happened was that the Parish Council have paid £800 towards maintenance of the car park, which continued until last year when this dispute started with NDC. The invoice for this year is for £960, which includes VAT for the first time. The dispute started after the Parish Council complained about the disabled parking bay not being up to standard. The ramp was dealt with by NDC but when a query was raised about why the faded disabled motif was not dealt with, the Parish Council were told that the £800 p.a. goes into a central fund and NDC prioritise where they feel work is needed most. This resulted in issues being raised over the lease. It transpires that the Parish Council are not legally the tenants, which Mr Triggs now wants formalised. The Parish Council would have to take on Business Rates (rateable value of about £2,500 which is well below the £12,500 limit so they should get Small Business Rate relief and potentially not pay anything). The issue of the lease has now come full circle as NDC want the Parish Council to be responsible for the Car Park. Cllr Reeves referred to a very important email from Tony Hewitt (the previous Chair of the Parish Council) in October 2010 saying the Parish Council were not going to take on a full maintenance lease. Cllr Reeves had made four suggestions in his report, with one being for West Down Parish Council to refuse to sign the lease (they would not be the only Parish Council to do this). Cllr Reeves did not know what the official documentation said when NDC took this on from the Crown Estate. If it is covenanted to be a car park then there is nothing that NDC can do if the Parish Council refuse to sign the lease. This will need further investigation.

Cllr Squire had spoken to someone from Berrynarbor Parish Council who have never paid anything for the car park there. Cllr Reeves stated that there appeared to have been a verbal agreement between West Down Parish Council and NDC in the past, which no one ever queried until the Parish Council did recently when they queried the maintenance issues.

Now this issue has been raised, C Cllr Davis stated that NDC's Auditor will be looking into this. C Cllr Davis was shocked that VAT has now been added. She felt that the Parish Council should not make any further payment out of the public purse until this is sorted out.

Cllr Reeves felt there was a need to sit down and discuss this further. He suggested a non repair and maintenance lease at a peppercorn rent and then maybe a maintenance agreement further down the line.

The Parish Council had approached NALC to see if they could provide legal advice on the issue of the lease but they were unable to provide this.

Cllr Ayre suggested that the Clerk write an email to Mr Triggs to inform him that the Parish Council are carrying out further investigations regarding the lease. The Clerk will also advise Mr Triggs that the District Councillor is not available at the moment for the Parish Council to discuss this with and to ask him why VAT has been added this year. Cllr Ayre felt that more information needs to be obtained about the transfer from the Crown Estate to NDC and Cllr Reeves felt a Freedom of Information request could also be made to the Crown Estate. C Cllr Davis agreed with this and suggested that the transfer document between the Crown Estate and NDC

be requested. **Councillor Squire proposed that this course of action take place which was seconded by Cllr Verney.** There was unanimous agreement to this proposal.

RESOLVED – THAT THE CLERK WILL SEND AN EMAIL TO MR JON TRIGGS OF NDC TO SAY THE PARISH COUNCIL ARE CARRYING OUT FURTHER INVESTIGATIONS REGARDING THE CAR PARK LEASE AND ARE WAITING TO DISCUSS THIS WITH THE DISTRICT COUNCILLOR WHEN HE IS AVAILABLE. THE ISSUE OF VAT BEING ADDED THIS YEAR WILL ALSO BE RAISED WITH HIM.

- THAT A FREEDOM OF INFORMATION REQUEST BE SENT ABOUT THE TRANSFER DOCUMENT BETWEEN THE CROWN ESTATE AND NDC.

- THAT THE CAR PARK WILL BE PLACED ON THE AGENDA FOR THE NEXT PARISH COUNCIL MEETING ON THE 2ND AUGUST 2023.

C Cllr Davis left the meeting.

4989. Report from District Councillor.

D Cllr Wilkinson had sent his apologies.

4990. Planning Decisions

75723 – Badgers Drift, West Down. Works to TPO – Approved.

4991. Planning Applications

a) Applications on the Agenda.

None.

b) To comment on any planning applications received after the Agenda was published.

77118 – Conversion of redundant rural building to dwelling & associated works (amended plans and information) at Barn at Darragh Lodge, Heddon Mills, Braunton, Devon, EX33 2NQ.

Cllr Reeves referred to the amended plan following the Parish Council picking up on the fact that the kennel on the SW side did not exist any more, with a house there now. The only other change was in the description of the building regarding the roof being changed from corrugated steel to grey slates. **Cllr Reeves proposed approval of this application which was seconded by Cllr Squire.** There was unanimous agreement to this proposal.

RESOLVED – THAT THE PARISH COUNCIL RECOMMEND APPROVAL OF PLANNING APPLICATION 77118.

c) To discuss the Full Planning Committee Meeting being held in August 2023 and the Parish Council's representation in respect of Planning Application 76647 – Attenuation Pond, Lower Broad Park.

Mr Emery, Case Officer, had advised the Parish Council that this planning application will be discussed at the August Planning Committee Meeting. Cllr Reeves had circulated the first draft of his proposal for the West Down Parish Council representation at the Planning Committee Meeting (originally due to be held on the 12th July 2023).

Cllrs Ayre and Squire had Declared an Interest in this application and both left the room. Cllr Reeves took over as chair for this part of the meeting.

Cllr Reeves stated that he can deliver up to a 3 minute verbal representation at the Planning Committee Meeting. Residents can also do this as well. He was looking to get approval of his draft representation, with the proviso that this can be altered at next month's meeting if anything else comes to light. Cllr Kenshole had not been able to attend this Parish Council meeting but he had no objections to the draft. Cllr Reeves stated that he will be recommending refusal as he felt the original installation of attenuation tanks was the right way forward. **Cllr Reeves proposed that the draft representation be signed off at the next Parish Council meeting, or be amended if new information comes to light. This was seconded by Cllr Verney.** There was unanimous agreement to this proposal.

RESOLVED – THAT THE DRAFT REPRESENTATION IN RESPECT OF PLANNING APPLICATION 76647, PREPARED FOR THE FULL PLANNING COMMITTEE NOW TO TAKE PLACE IN AUGUST 2023, BE APPROVED AT THE NEXT PARISH COUNCIL MEETING, UNLESS AMENDMENTS ARE NEEDED IF NEW INFORMATION COMES TO LIGHT.

Councillors Ayre and Squire returned to the meeting.

4992. Post Office Outreach Service

Cllr Ayre referred to the working party meeting held on the 14th June 2023 at the Parish Hall. There were some excellent representations from the community and a lot got done as the guidelines and targets were discussed. A time and date was subsequently fixed for Andy Odell and Cllr Reeves to meet with Colin Lincoln (Post Office Outreach Service).

4993. Footpaths

a) To discuss the Tender for outstanding footpath works.

Cllr Verney stated that due to work commitments he had not been able to start the tender so this is a work in progress. He hopes to walk the last three footpaths shortly and get emails to the Clerk.

The Clerk reported that £820 was available for footpath works from P3 funding.

b) Any other Footpath matters.

A report and invoice had been received from Allwaysthere for the Grass Cutting & Bus Shelter cleaning from January to June 2023. (This was circulated to Councillors prior to the meeting).

Cllr Ayre had been down to Pulland Bridge on the day of the Parish Council meeting which had not been strimmed. This means this has not been strimmed now for March, April, May and June to the present time. The Coronation Tree was satisfactory. Cllr Verney added that Garden Lane needs addressing as the whole bank is not being strimmed. It was agreed that a conversation is needed with Mr Hunt.

Discussion took place about Mr Hunt wanting as many footpaths as possible to have disabled access. Cllr Reeves stated that the Parish Council are obliged to see if any footpaths can be improved with disabled access. Cllr Ayre stated that Ros Davies is looking into whether Garden Lane can be made accessible. Discussion took place about cut grass not being picked up with a need to amend the contract to include this next year.

Cllr Ayre referred to Ros Davies sending details regarding the process to claim the money from P3 to pay Gareth Hookway for the boardwalk work on Footpath 12. It was agreed that the Clerk would deal with this matter.

4994. Community Land Trust

Cllr Ayre had not heard anything about the Housing Needs Survey, despite being told she would be notified on the 28th June 2023.

Cllr Verney reported that the CLT AGM is being held on the 19th July 2023. This will be held in the Iron Room at 7.00 p.m. Cllr Ayre stated that she will chase up the person dealing with the Housing Needs Survey as this will be needed prior to this AGM.

4995. Community Councillor Grant 2023-2024

Cllr Reeves referred to Cllr Kenshole suggesting a flashing speed sign be considered for this funding (see Matters Arising). C Cllr Davis felt the Community Councillor Grant should be used for something else.

Cllr Reeves suggested a recycled plastic King Charles III bench, possibly outside of the Parish Hall entrance. The price of this would be £480.91 (incl. VAT). A five foot bench would fit on the right hand side of the door (looking into the Parish Hall). This would need to be run past the Parish Hall Management Committee and the bench would then need to be gifted to them. The Parish Hall Management Committee have a meeting on the 12th July 2023. **Cllr Reeves proposed that the Community Councillor Grant be used for a King Charles III Bench which was seconded by Cllr Ayre.** There was unanimous agreement to this proposal.

RESOLVED – THAT THE CLERK WILL CONTACT THE PARISH HALL MANAGEMENT COMMITTEE TO SEE IF THEY WOULD LIKE THE PARISH COUNCIL TO APPLY FOR FUNDING FOR A KING CHARLES III BENCH TO GO OUTSIDE THE PARISH HALL.

4996. North Devon Coast Areas of Outstanding Natural Beauty – Sustainable Development Fund

Information had been circulated to Cllrs prior to the meeting. Cllr Reeves stated that this funding is not just available to Parish Councils. It runs until January 2024. So far it has supported twelve projects in the last financial year. Funding of £100 up to £4,000 is available. If the amount is £500 or under this does not need to be match funded otherwise some form of match funding will be required.

RESOLVED – THAT THE CLERK WILL CIRCULATE THE INFORMATION ON THE NORTH DEVON COAST AREAS OF OUTSTANDING NATURAL BEAUTY SUSTAINABLE DEVELOPMENT FUND TO THE SCHOOL, CHURCH, SHOP AND OTHER GROUPS IN THE VILLAGE.

- THIS WILL BE PUT ON THE NEXT AGENDA.

4997. Emergency Plan

Cllr Ayre informed the meeting that a date has been fixed for Tuesday 18th July at 7.00 p.m. at the Parish Hall to progress the Emergency Plan. Some members of the public have come forward regarding attending this meeting and some others have said they would be willing to help once the plan is in place. Cllr Kenshole will be asked to take the lead on this meeting.

4998. Parish Hall Representatives

The emails received from Terry King dated 7th and 8th June 2023 had been circulated to Cllrs. Mr King was dissatisfied with the Parish Council's offer of providing two 'non working' representatives to attend the Parish Hall Management Committee meetings.

A letter was sent to Mr King to say this would be discussed at tonight's Parish Council meeting. Cllr Reeves stated that Mr King said he would put the Parish Council's offer to the Parish Hall Management Committee at their meeting next week. Mr King also said that Parish Council representatives would be welcome to come to their meetings but they cannot vote.

Cllr Reeves suggested the Parish Council review this again when there is a full compliment of Parish Councillors. Cllr Reeves stated that he knows it is in the Trust Deed that the Parish Council, Church and WI will provide two representatives each but the Trust Deed does allow them to approach other organisations that weren't in existence when this deed was drawn up and there is nothing stopping the Parish Hall from contacting them. Cllr Reeves wondered if there is anybody from the Parish Hall who would like to join the Parish Council.

RESOLVED – THAT THE CLERK WILL CONTACT MR KING TO ADVISE HIM THAT THE ISSUE OF PARISH HALL REPRESENTATIVES FROM THE PARISH COUNCIL WAS DISCUSSED AT THE PARISH COUNCIL MEETING.

- THAT THE PARISH COUNCIL WILL WAIT TO HEAR FROM THE PARISH HALL MANAGEMENT COMMITTEE REGARDING THE PARISH COUNCIL'S OFFER OF PROVIDING TWO 'NON WORKING' REPRESENTATIVES.

- THAT THE PARISH CLERK WILL ASK IF THERE IS ANYONE FROM THE PARISH HALL WHO WOULD LIKE TO BECOME A PARISH COUNCILLOR.

4999. Queen's Green Canopy Plaque

Cllr Verney had cleaned the plaque with WD40 and he felt it was up to the Parish Council if they wanted to complain about the state it is in. Cllr Reeves suggested that a photo be sent to RBL with a complaint about this plaque.

RESOLVED – THAT CLLR VERNEY WILL SEND A PHOTOGRAPH OF THE QUEEN'S GREEN CANOPY PLAQUE TO THE CLERK.

- THAT THE CLERK WILL SEND THIS TO RBL WITH A LETTER OF COMPLAINT.

- THAT THE CLERK WILL CONTACT C CLLR DAVIS TO SEE IF ANY OTHER PARISH COUNCILS HAVE HAD THE SAME PROBLEM WITH THEIR PLAQUES.

5000. Salt Bags

Cllr Ayre referred to there being a tonne of salt at Mullacott and a tonne at Foxhill Farm. That was last year's allocation. The Parish Council can order more if needed. Cllr Ayre will ask Mr Hookway whether he feels more is needed and she will also do a bin check to ensure they are full.

5001. Finances

a) To receive the balance in the bank accounts.

Balance in the Treasurers Account as at 30.6.2023	£16,702.40
Balance in the Business Account as at 30.6.2023	£ 4,826.48

b) To receive and agree the invoices received for payment.

The Clerk had emailed a list of payments to the Councillors prior to the meeting.

North Devon Council	Clerks Salary	£362.77	
	Additional Hours	£390.05	
	Admin Charge	£ 7.72	£760.54
Parish Hall	Shortfall in Hire Charge (Post Office)		£ 89.00
Parish Online	Digital Mapping		£ 45.00
Mrs V Ford	Printer Ink		£ 17.99
M R Hunt (Allwaysthere)	Grass Cutting & Bus Shelter Cleaning January to June 2023	£412.50	
	Total Payments		£1,325.03

Cllr Ayre proposed that these invoices should be paid which was seconded by Cllr Reeves. There was a majority agreement to this proposal. **Cllr Squire proposed that the Parish Council do not pay the Parish Hall invoice until confirmation is received that Mr Lincoln's account with the Parish Hall is up to date.** This proposal was not carried. Cllr Reeves did not feel this was part of the agreement. The Parish Council said they would pay the shortfall in hire charges for the next six months as long as there was a plan in place to see if the shortfall in hire charges can be reduced. **Cllr Reeves proposed that the Parish Hall invoice be paid but an answer then be sought from the Parish Hall to see if Mr Lincoln has paid what he owes. Cllr Verney seconded this proposal.** There was a majority agreement to this proposal.

**RESOLVED – THAT THE PAYMENTS TOTALLING £1,325.03 SHOULD BE PAID.
- THAT CONFIRMATION BE SOUGHT FROM THE TREASURER OF THE
PARISH HALL REGARDING HOW MUCH MR LINCOLN OWES TO THEM.**

The 2022/2023 invoice for £800 for the Car Park had still not been paid and the further invoice for this year's Ground Maintenance Services of £960.00 was also unpaid (See Item 4988 above). A reminder letter had been received from NDC which the Clerk had replied to explaining the situation.

c) To provide notification of the External Auditors Report of Documentation.

The Clerk had received notification that PKF Littlejohn had received and logged the exempt status for the year ended 31 March 2023. There is no review to be performed and consequently no auditor certificate and report or any other closure documentation.

5002. Correspondence.

Correspondence raised at the meeting.

a) An email had been received from Su Carey, West Down School, regarding the Section 106 money in respect of the Lower Broad Park development. There is no change, the school are still waiting to join the academy. She has checked and the money is safe and ring fenced.

b) Su Carey, West Down School, sent an email to the Chair about the yellow 'parking here could endanger a child's life' signs they put out on the corner where the children cross the road at the top of Stang Lane. A parent has been parking here causing an issue and she received a phone call questioning whether the school were allowed to put the signs out. Cllr Verney stated that the school are completely within their rights to put the signs out. Every school in Devon has multiple signs, whereas West Down only has two. The school can also put cones out as well. Cllr Ayre had replied to Su Carey and let her know that she can see no reason why the signs cannot be put out and that the matter would be discussed at the Parish Council meeting.

RESOLVED – THAT THE CLERK WILL ACKNOWLEDGE SU CAREY'S EMAIL AND ADVISE HER THAT THERE IS NO REASON WHY THE YELLOW SAFETY SIGNS CANNOT BE PUT OUT.

c) An email had been received from John Stainer, WDVGFA, regarding the Emergency Landing Light in the Park. One of the two light banks has stopped working. He contacted the Air Ambulance but they say this is down to the community to deal with. The Air Ambulance gave a grant to the Parish Council to install the equipment. He feels this is a cost for the Parish Council and he would like them to go back to him about how to proceed. Cllr Reeves felt there is a need to know how much this would cost in the first instance. Cllr Squire felt the Park have plenty of money to replace the light. Cllr Verney stated that WDVGFA did not take responsibility for the light. Cllr Ayre stated that the Parish Council applied to Planning for permission for this light but the Air Ambulance paid for it. Cllr Verney felt someone needs to look at the light to say why it has stopped working. There are two banks of bulbs, with the left hand side not working. His understanding is that if the light is only half working the Air Ambulance will not land.

RESOLVED – THAT COUNCILLOR AYRE WILL INVESTIGATE THE ISSUE OF THE AIR AMBULANCE LIGHT NOT WORKING, AND THE COST OF REPAIRING THIS, AND REPORT BACK TO THE NEXT PARISH COUNCIL MEETING.

d) Parish Council Laptop. An email had been received from Lenovo regarding the warranty expiring. Cllr Reeves had looked into this and proposed a 1 year warranty is taken out for £42.01. There was no saving to turn this into a two year warranty. **Cllr Squire proposed that the Clerk try and renew this warranty (the date had expired) and explain the Parish Council's permission had been awaited to renew this. This was seconded by Cllr Verney.** There was unanimous agreement to this proposal.

RESOLVED – THAT THE CLERK WILL TRY AND RENEW THE WARRANTY FOR THE PARISH COUNCIL LAPTOP WITH LENOVO FOR ONE YEAR.

e) The guttering on the bus shelter at Dean Cross had fallen down. The plastic clip has perished at the bottom. Cllr Reeves was to have a look at this and Cllrs Squire and Knight were going to ask their husbands if they had a spare clip.

5003. Unresolved Questions

None.

5004. Items to be added to the next meeting Agenda.

- a) Annual Inspection of Property.
- b) Publicise and invite any local groups and organisations to formally apply for support from the Parish Council Small Grant Fund for the following financial year.
- c) Review of GDPR Policy.
- d) Review of General Privacy Notice & Privacy Notice for Councillors, Staff & Role Holders.
- e) Review the Role of the Data Protection Officer.
- f) Flashing Speed Sign.
- g) Car Park – Lease and maintenance.
- h) Post Office Outreach Service.
- i) Air Ambulance light
- j) Housing Needs Survey / Community Land Trust (CLT)
- k) North Devon Coast Areas of Outstanding Natural Beauty – Sustainable Development Fund.
- l) Emergency Plan.
- m) Footpaths
- n) Parish Hall Representatives.
- o) Community Councillor Grant 2023/2024.

5005. Any Other Business

- a) Cllr Knight expressed concern about SPAM emails. Cllr Ayre will talk to Cllr Kenshole about this.
- b) Cllr Verney had the Parish Online log in details. He wondered if someone would like to take this off him. There is an interactive map where dog bins etc. can be put on. Cllr Oades used to deal with Parish Online. Cllr Ayre will have a look if Cllr Verney gives the information to her. Cllr Reeves felt the Parish Council could make more use of this. Cllr Knight was happy to look at this as well.

The meeting closed at 9.55 p.m.

